



## Maricopa County Public Defender Information Technology

### Course Descriptions

Course	Description	Prerequisites
<b>Windows 95 &amp; 98</b>	Learn the login process and the password requirements. Become familiar with the Windows desktop. Use My Computer to copy or move files. Change your background and screen saver. Connect to a printer.	none
<b>Basic Word</b>	Create, save, edit, and print documents using Microsoft Word processor. Learn the directory structure and file management. Learn time saving tips such as autotext, autocorrect, and more.	Windows
<b>Forms, Merge &amp; Templates</b>	Automate repetitive documents by creating fill in the blank forms. Set up templates to reduce recreating documents.	Thorough understanding of Basic Word
<b>Tables</b>	Create and edit tables in Word.	Basic Word
<b>Toolbars</b>	Identify/create/customize different types of toolbars used in Microsoft Word.	Basic Word
<b>Beginning Excel</b>	Create and edit a basic spreadsheet.	none
<b>Excel Charts</b>	Create charts to visually display data.	Beginning Excel
<b>Outlook</b>	Comprehensive understanding of the email system. Create new messages, appointments, calendar maintenance, distribution lists, rules, folders, more.	Windows 95 & 98
<b>Outlook-Web</b>	Learn to access your email account from any Internet Browser.	Outlook
<b>PowerPoint</b>	Use PowerPoint tools to create a slide show presentation.	Windows and Basic Word